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STERNRICH & SIEGEL
Certified Public Accountants
Chamber of Commerce Bldg.
Newark, New Jersey

Sternrich, C.P.A. (N.H.)
Siegel, C.P.A. (N.J.)

January 22, 1925.

Mr. Carl Bannwart, Pres.,
N.J. Urban League,
Social Service Among the Negroes,
212 Bank Street,
Newark, N.J.

Dear Sir:

In accordance with your instructions we have made an examination of the records of the above mentioned League for the year ended December 31st, 1924.

We have prepared from the check book maintained by Mr. William M. Ashby, Executive Secretary, and submit herewith the following schedules:

- Schedule I - Summary of Receipts & Disbursements.
- " II - Comparative Statement of Budget for 1924 with receipts for that year.
- " III - Comparative Statement of Budget for 1924 with Disbursements for that year.
- " IV - Reconciliation of Cash Account.

We would recommend that your Executive Secretary maintain a Cash Book which shall record the Receipts & Disbursements from the Check Book and that he balance the Cash Book with the Check Book periodically. We would also suggest that invoices ready for payment shall be attached to the check issued in payment thereof, the check number should be inserted on the invoices and when the payment is